



PUBLIC AFFAIRS SPECIALIST VACANCY ANNOUNCEMENT

Federal Election Commission

ANNOUNCEMENT NUMBER: 07-009

OPENING DATE: November 3, 2006

CLOSING DATE: November 27, 2006

TITLE, SERIES, AND GRADE

Public Affairs Specialist

GS-1035-11/12

Salary \$54,272 to \$84,559 per annum

Full Performance Level is GS-12

AREA OF CONSIDERATION: All U.S. Citizens

VACANCY LOCATION

Federal Election Commission

Press Office

Washington, DC

ABOUT THE FEC

The mission of the Federal Election Commission (FEC) is to ensure that the campaign finance process is fully disclosed and that all federal campaign finance laws and FEC regulations are effectively and fairly enforced. The FEC fulfills its mission through education and outreach, conciliation, rulemaking, Advisory Opinions, and litigation.

While the FEC is an independent regulatory agency, we are committed to modeling the best public and private sector practices. We are actively engaged in reaching out to various entities as we identify benchmarks for our future state. We are refining our structure, revising internal processes, and identifying automation enhancements to improve internal and external responsiveness. We are committed to ensuring that our human capital management processes make us an employer of choice, both within and outside of the public sector. Additionally, we are committed to ensuring that our annual information technology budget goes toward significantly improving our ability to serve citizens and that our systems are secure. And, finally, we are committed to ensuring that performance is routinely considered in management decisions and that programs achieve expected results and work toward continual improvement. In short, we are committed to a deliberate approach to using resources to achieve intended goals while holding managers accountable for achieving results.

The six Commissioners, no more than three of whom may represent the same political party, are appointed by the President and confirmed by the Senate. The Commissioners serve full time and are responsible for administering and enforcing the Federal Election Campaign Act. They generally meet twice a week, once in closed session to discuss matters that, by law, must remain confidential, and once in a meeting open to the public. At these meetings, they formulate policy and vote on significant legal and administrative matters. The Chairmanship rotates each year among the members, and generally alternates between the two political parties.

The FEC has approximately 400 employees and an annual budget of approximately \$60 million.

MAJOR DUTIES

The incumbent serves as a Public Affairs Specialist in the Press Office at the Federal Election Commission. The Press Office is responsible for the planning, development and implementation of the Commission's media relations program and overall communications plan. The Press Office is responsible for the preparation and distribution of news releases; assists with the dissemination of statistical information on campaign finance activities; responds to inquiries from the print and broadcast media. The incumbent serves as Media Specialist and is responsible for establishing and maintaining effective working relationships with reporters, editors and other news media representatives for the purpose of providing information and assisting them in researching and understanding the Commission's mission, history, programs and activities. The incumbent is also responsible for preparing and/or editing news releases; researching and writing articles; preparing written responses to inquiries; and reviewing and compiling Commission-related articles from a variety of media sources for inclusion in a daily news summary that is distributed to FEC's Commissioners and senior staff. Assignments are received from the Press Officer.

QUALIFICATIONS CRITERIA

The Qualification Operating Manual for General Schedule Positions will apply. To qualify, candidates must have strong organizational, analytical, writing, speaking, and leadership skills. The position requires a thorough understanding of the Federal Election Campaign Act (FECA) of 1971, as amended, contained in Title 2 of the US Code 11 CFR. A candidate's experience must have been at a sufficiently high level of difficulty to show clearly that the candidate possesses one full year of specialized experience equivalent at the next lower level in the normal line of progression. For GS-11, candidates must have one year of specialized experience at the GS-9 grade level. For the GS-12, candidates must have one year of specialized experience at the GS-11 grade level.

Specialized experience is experience, which is directly related to the line of work of the position to be filled, and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Time-in-Grade Requirement: For the GS-11, one full year of service at the GS-9 level or the equivalent. For the GS-12, one full year of service at the GS-11 level or the equivalent.

U.S. Citizenship is required.

Failure to meet these basic qualification requirements automatically disqualifies an applicant.

HOW YOU WILL BE EVALUATED

Each applicant is required to submit a comprehensive narrative statement that addresses the Knowledge, Skills, and Abilities (KSAs). Applicants who do not submit a supplemental narrative statement that addresses these factors will be ineligible for further consideration. The supplemental narrative statement should address the necessary level of skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance at this level.

Knowledge, Skills, and Abilities (KSAs):

1. Knowledge of the substance of the Federal Election Campaign Act and the Commission's regulations.
2. Experience with campaign finance disclosure systems and the dissemination of information from public disclosures filed by campaigns and committees.
3. Skill in analytical techniques to gather, analyze and evaluate complex material and develop appropriate responses.
4. Skill in research and analysis techniques to research, analyze and convey complex matters, and develop appropriate responses to requests for agency technical information.
5. Written communications skills to write a variety of articles and speeches and prepare technical documents and reports to clarify agency programs and activities.
6. Excellent oral communications skills to provide information to clarify programs and respond accurately to questions.
7. Ability to work effectively under the pressure of tight time frames and rigid deadlines is also considered essential.

BASIS FOR EVALUATION

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant.

The best-qualified candidates for this position will be distinguished from other applicants by an evaluation committee to determine the degree to which qualification requirements are met. Applicants should provide specific evidence of possession of the Knowledge, Skills, and Abilities (KSAs), as outlined above, to assist the evaluation committee in determining the best-qualified candidates that will be considered for final selection.

CONDITIONS OF EMPLOYMENT

The position is excluded from the bargaining unit. This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.

All standard government benefits program apply. The position is eligible for health and life insurance, annual (vacation), sick leave, transportation subsidy, Thrift Savings Plan (401-k) for government employees, and, unless currently or previously covered by the Civil Service Retirement System (CSRS), will be covered under the Federal Employees Retirement System (FERS).

Relocation expenses will not be paid. FEC work areas are smoke-free.

HOW AND WHERE TO APPLY

All applicants must submit the following materials by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered.

1. Use one of the following: a resume; or Optional Application for Federal Employment Form (OF-612); or Application for Federal Employment (SF-171); or any other type-written format. Whichever version is used must include the following:
 - a. Vacancy Announcement Number and Position Title
 - b. Your full name, social security number, day and evening phone numbers, mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal service and highest Federal civilian grade ever held on a permanent basis.
 - c. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s).
 - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week of unpaid or non-paid work experience that relates to this vacancy.
 - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
2. Narrative statement that addresses each Knowledge, Skill, and Ability.
3. As applicable, Standard Form 50 (Notification of Personnel Action) that verifies career status.

PLEASE SEND YOUR APPLICATION PACKAGE TO:

Applicants may apply by email at fecjobs@fec.gov. The subject line must contain the announcement number and the applicant's name. You should fax supplemental information ONLY (include your name and announcement number) to 202-219-3588.

Applications/resumes submitted via mail must be received in the FEC HR Office by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered. We recommend using a courier or registered mail service, and applicants are strongly encouraged to either apply on-line or via email. The mailing address for packages is:

Federal Election Commission
Office of Human Resources and Labor Relations,
999 E Street NW, Suite 500
Washington DC 20463

For additional information, call Sonja Tomlinson at 202-694-1080 or send your inquiry to stomlinson@fec.gov.

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.